

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

SOCIAL SERVICES CAREER TRAINEE - 41320

Monthly Salary Range: \$3371 - \$4826

Regular Test - No Option	Option AR – Arabic Speaking
Option CA – Cambodian Speaking	Option CH - Chinese Speaking
Option HI – Hindi Speaking	Option KO – Korean Speak
Option MC - Manual Communication Skills	Option PO – Slavic (Polish) Speaking
Option RN - Russian Speaking	Option RU – Rumanian Speaking
Option SC – Serbo-Croatian Speaking	Option SS - Spanish Speaking
Option TA – Tagalog/Philippines Speaking	Option VI – Vietnamese Speaking

Regular Test, Option AR, Option CA, Option CH, Option HI, Option KO, Option MC, Option PO, Option RN, Option RU, Option SC, Option SS, Option TA and Option VI may be listed on one application.

General duties: A Social Services Career Trainee participates in an agency sponsored training program of six to forty-eight months duration, receiving working assignments designed to develop knowledge, understanding and practical skills consonant with the various professional social services career disciplines within a State agency; receives controlled assignments in a broad range of departmental activities in a specific phase of an agency's operation, involving the completion of practical work tasks of increasing difficulty and responsibility; applies energy and interest appropriate to that required by the incumbent to retain and apply the knowledges and concepts given.

Training and Experience: Possession of a Bachelor's degree.

Tests and weights: Automated multiple-choice test 100%.

****NOTE:** PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.

Knowledges Tested: Written Communication; Situational Assessment Skills; Reading Comprehension; Mathematics; Interviewing; Interpersonal Relations

Length of eligibility period: One year.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 12:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

SOCIAL SERVICES CAREER TRAINEE

Option AR - Arabic Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Arabic and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option CA - Cambodian Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Cambodian and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option CH - Chinese Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Chinese and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option HI – Hindi Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Hindi and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option KO – Korean Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Korean and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option MC - Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Option PO – Slavic (Polish) Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Slavic (Polish) and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option RN - Russian Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Russian and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option RU- Rumanian Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Rumanian and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option SC – Serbo-Croatian: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Serbo-Croatian and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option SS- Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option TA- Tagalog/Phillipines Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Tagalog/Phillipines and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option VI – Vietnamese Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Vietnamese and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Bureau (SS), Cass (SS), Champaign (MC)(SS), Christian, Clay, Coles (SS), Cook (AR)(CA)(CH)(HI)(KO)(MC)(PO)(RN)(RU)(SC)(SS)(TA)(VI), Crawford, De Kalb (SS), Douglas, DuPage (AR)(PO)(SC)(SS)(VI), Franklin (MC), Fulton, Hancock, Henry (SS), Jackson, Jefferson, Jersey, Kane (SS), Kankakee (SS), Kendall, Knox (SS), Lake (MC)(SS), LaSalle (SS), Logan, McDonough, McHenry (SS), McLean (SS), Macon(SS), Macoupin, Madison (SS), Marion, Mason, Massac, Montgomery, Morgan (MC), Ogle (SS), Peoria (SS), Pulaski, Randolph, Richland, Rock Island (MC)(SS), St. Clair (SS), Saline, Sangamon (MC)(SS), Stephenson (SS), Tazewell (SS), Union, Vermillion (SS), Wabash, Warren, Whiteside (SS), Will (SS), Williamson, Winnebago (MC)(SS).

Counties listed include all counties in which positions have been established, and do not represent immediate openings. This listing is based on information currently available and is subject to change.

(AR) Indicates Arabic Speaking Option is also established in that county.
(CA) Indicates Cambodian Speaking Option is also established in that county.
(CH) Indicates Chinese Speaking Option is also established in that county.
(HI) Indicates Hindi Speaking Option is also established in that county.
(KO) Indicates Korean Speaking Option is also established in that county.
(MC) Indicates Manual Communication Option is also established in that county.
(PO) Indicates Slavic (Polish) Speaking Option is also established in that county.
(RN) Indicates Russian Speaking Option is also established in that county.
(RU) Indicates Rumanian Speaking Option is also established in that county.
(SC) Indicates Serbo-Croatian Speaking Option is also established in that county.
(SS) Indicates Spanish Speaking Option is also established in that county.
(TA) Indicated Tagalog/Phillipines Option is also established in that county.
(VI) Indicates Vietnamese Speaking Option is also established in that county.

4/23/01 Opt CH, 3/13/01 Opt RN, 1/10/01 Opt AR, 10-1-86, (RC-062-12B) Salary 4-1-16,
Counties Updated 4-29-16, Grade Statement Changed 5-17-02, Option VI added 10-26-04,
Option CA & RU added 2-16-05, Option PO added 2-23-05, Opt KO added 6-11-08, Option HI added 3-7-14
Option TA added 3-21-14; Test Method Changed 3-16-15, Option SC added 3-20-15;
Updated Test Schedule (Springfield / Chicago) 6-23-15